Faculty Senate 2014-2015

APPROVED Faculty Senate Meeting Minutes for September 3, 2014

Chair Momi Kamahele

Vice Chair Susan Lum

Secretary Danny Wyatt

Present: William Albritton, Kristi Ayers, Eunice Brekke, Michael Cawdery, Pi’ikea Hardy Kahaleoumi, Brent Hirata, Jeff Judd, Helmut Kae, Eiko Kosasa, Michael Lane, Patrick Leddy, Raymund Liongson, Makanani Lopes, Stan May, Lance Morita, Kay Ono, Shelley Ota, Blanca Polo, Jay Shakashita, Michael Scully, James West, Irwin Yamamoto

Guests:
Trong Dang, Student Government President
Della Anderson, Director of the Office of Planning, Policy, and Assessment (OPPA)
Eileen Cain, Language Arts Faculty, UHPA Director

I. Call to Order- At 3:15 p.m. the meeting called to order.

Chair Kamahele made several comments to the new Senate concerning role of the Leeward CC FS. She stated that the FS is the voice of the Faculty and are the University. She recalled a time when Universities and Higher Education was seen as a public good, but with decline in legislative funding and rise in student tuition, Higher Ed/Universities now seen as commodity; something you get with a return on investment. Consequently, students see the degree as something they buy and not something they earn.

Chair Kamahele asked Senators to fully participate in the FS, be part of running your college, and moreover faculty need to stand up for faculty. One way to get involved is to attend BOR meetings that are scheduled on Thursdays. She posted dates of the BOR meetings for O’ahu on 9/25 at UHWO; 11/20 LeewardCC; 1/22 UHM; 3/19 KapCC; 5/21 JABSOM.

Moreover, she noted that this is an election year. Get to know your legislators. There will be new faces in positions of leadership/power, and that it is important that our legislators know that the face of the UH is faculty.

Approval of Appointed Senators

There was a call for a vote and Pi’ikea Hardy Kahaleoumi, Makanani Lopes, and Patrick Leddy were approved.
Motion 14:56  (West/Liongson)

For vote to approve the Faculty Senate Chair’s nominations for Faculty Senate representatives for the OCEWD, Student Services and Lectures.

Approved 19 approvals 1 disapprovals 0 abstentions

The Motion passed.

Discussion: The Chair stated she had asked for nominations from the lecturers’ ranks, student services, and OCEWD.

She then brought forth her nominations to be approved as Faculty Senators. These include: Pi’ikea Hardy Kahaleoumi, Student Services, Makanani Lopes, a UH and Leeward CC lecturer lecturer for a number of years and Patrick Leddy, formerly of the University of Guam and now Coordinator of OCEWD

In discussion, Senator Ono asked if OCEWD always had a representative on the Faculty Senate. The Chair replied not always, but they are a division under the FS By-Laws. Furthermore, the Chair stated that she consulted with former Chair Lococo who informed her that there was a Faculty Senator from OCEWD previously. Senator Ono asked if OCEWD was a division on the organizational chart. The Chair said the Faculty Senate By-Laws list OCEWD as a division.

Senator Ono asked whether the previous Faculty Senator from the lecturer’s realm was asked to continue as Senator since he had been well thought of and a strong voice for lecturers. The Chair pointed out that the Lecturers’ body did not choose Lecturer’s Senator and that the Faculty Senate Chair according to the FS By-Laws can appoint. The Faculty Senate Chair sent out email to division chairs and received several recommendations and she selected from among those recommendations.

After approval of Student Services, Lecturer, and OCEWD representatives, Chair Kamahele asked Senators to keep discussion flexible and that a formal speaking rule will not be established. Rather, when issues arise every senator shall have the right to speak. She asks that Senators keep in mind that if you’ve spoken once then please allow all other senators to speak before you do again. When Senate time is limited, she stated that she will set time limits for discussion but a motion and vote by Senate shall override limits set.

Chair Kamahele also discussed presentation of proposals/motions on the Senate floor. She asked Senators to present issues with as much evidence as possible. She also stated that motions written in advance of a meeting ensures that the proposer’s ideas are clear. Further, this helps the FS secretary.

Chair Kamahele drew attention to the section of the By-Laws regarding proposals concerning new business in Article II Section 3: New business may be voted on at the same meeting it is introduced but requires a two-thirds majority of the Senators present. If only a simple majority is reached, it shall be considered at the next meeting. Approval at that time or later shall require only a simple majority. Exceptions to this rule: Curriculum Committee actions, appointments & other urgent matters.
II. Approval of the MINUTES (May 7, 2014)

The Chair asked for a vote to approve the Minutes to the May 7, 2014 Faculty Senate Meeting. The minutes were approved with minor changes.

22 Approved 0 Disapproved

III. Campus Report

A. LCC Administration—Della Anderson, Director of Planning, Policy, and Assessment: Course Assessments

The OPPA Director Della Anderson reviewed the importance of course and program assessment to the institution and how well the institution examines its effectiveness. This is important in planning policy and assessment as well as Accreditation. She noted that the 2012 Self Evaluation report was very strong and Leeward CC did well but the college is also part of the UH system and the college has compiled a report in response to Standard III: Resources, 1.c. The submission to WASC will need the approval of the Faculty Senate.

OPPA Director Anderson then showed a PowerPoint and discussed several pertinent issues more specifically. PowerPoint slides attached. Guiding questions are provided on the last slide.

Della is asking for a recommendation from Faculty Senate regarding needed support for assessment activities at Leeward. Currently, there is no campus assessment coordinator, assessment team, or division assessment representatives. This is a faculty issue. Della provided some examples from other ACCJC colleges; however, most ACCJC colleges are in California.

California schools have an assessment/institutional assessment committees that report to FS. These committees usually have representation from across the institution reporting on assessment results. Even areas such as Administrative Services have responsibility to report on assessment to FS. Most colleges also have an Assessment Coordinator position. Within the UHCC system three campuses have assessment committees. Two of the three committees report to a college council.

ACCJC needs to know what our processes are for ensuring assessment is ongoing and of the appropriate quality. ACCJC also wants to know how we are improving student learning.

There was much discussion about what previous assessment committees we had at Leeward. There have been several iterations. The most recent structure was to use division assessment reps. They did not analyze the assessment submissions for quality. The DARs were primarily a resource for faculty to go to when they had questions about assessment.

Some discussion on the various models ensued. It’s important to create a process that supports dialogue about assessment results. This could be embedded in division meetings. There may be an interest in having an assessment committee again, but FS would need to determine what role they would have. Some faculty indicated they discuss assessment results at the discipline level, but we would need to document those discussions for ACCJC.

Della mentioned that in 2012 we reported 92% of courses being assessed, but this dropped to 80% this past year. How do we maintain ongoing assessment?
There were questions about how Tk20 is working now. The ARRA and ARPD processes were brought up. The Annual Review of Program Data (ARPD) is focused on program level assessment while the Annual Review and Resource Allocation (ARRA) is used for budgeting and planning.

Della shared that there will be an Assessment Kick-Off Day on September 18th. Some faculty will share what they are doing, and there will also be an opportunity for people to enter their assessments in Tk20. Della also shared two handouts. One handout provided the ACCJC standards related to assessment. The second handout provided the new language in each of the faculty evaluation documents that are now being distributed.

Ultimately, the question is, how do we ensure that assessment is being done in a quality manner. Della is asking for a recommendation from FS. Someone asked if release time would be available. Della isn’t sure, but is asking for the recommendation for Administration’s consideration.

IV. Faculty Senate Reports

A. Chair’s Report (Kamahele): Leeward CC Administration Meeting August 27, 2014

Meeting with Michael H. Pecsok (Vice Chancellor for Academic Affairs), Della Anderson (Director of Planning, Policy, and Assessment), William Albritton Faculty Senate (Chair Curriculum Committee), and Momi Kamahele (Faculty Senate Chair) on August 27, 2014.

Assessment of courses should be done by Faculty. Question is how the process will look like. There is a need to show ACCJC Leeward CC’s mechanism for course assessments. Currently the Division Chairs are responsible for ensuring course assessment occurs.

UH System issues: The system itself is in flux: BOR is changing with new Board members; The UH President and UHM Chancellor are new (though both have been in the system for a while); in a few months there will be a new Governor along with a changing legislature due to the upcoming elections; the BOR seems to be taking a more direct approach to programs basing budget allocations on performance measures such as enrollment growth (Leeward CC got funding for this performance measure); the BOR looking closely at program efficiency, for example the pharmacy school in Hilo is expensive, can UH afford this?; the BOR is asking Leeward CC to justify programs with small numbers of graduates; some of the CTE programs graduate small numbers, so is there a way to consolidate them all or most and put them under one umbrella and count them in a larger group that still demonstrates efficiency of programs. Use Academic Subject Certificates is another area that needs to be reviewed. Course Overlay Project: Has to do with how the 2-year colleges’ courses/programs align with or overlay with 4-year institutions. The idea is that this encourages students to transfer. System wants UHCCs to offer the first 2 years of popular 4-year degrees. Kuali System discussed regarding common course numbering. There may be changes in the alphas and numbers. BOR’s proposed efficiency measures: certain programs or courses may have low SSH/Faculty FTE because they are capped at 20 students for various reasons. Leeward CC needs to identify these programs and courses and their respective reasons so that we can explain if asked. Thus, having a story about the productivity of faculty and other aspects of the course helps to this end.
Senator Yamamoto pointed out that productivity is a slippery sloop, especially when looking at numbers of graduates. One idea may be to put Academic Subject Certificates under an umbrella and require students to make their earning a certificate dependent on earning a degree.

1. CCFSC Meeting of 8/29/14

The Council of Community College Faculty Senate Chairs (CCFSC) Report:

John Morton Vice President for Community Colleges said that the goal of the UH System is to *GET STUDENTS IN HIGHER ED AND GET THEM THROUGH*. Information given to the FS Chairs included key components of the developing UHCC Strategic Plan to include:

Future Enrollment, Graduation Initiative, Transfer initiative, Workforce initiative, Twenty-First Century Facilities, High Performing System of Higher Education, UHCCC Innovation Funds; and the upcoming biennium budget. Use of tuition dollars to include programmatic improvements for strategic directions, new programs Title IX & VAWA (Violence Against Women’s Act), and deferred maintenance. The Kuali Curriculum Management/Common Course Numbering system will be implemented. No four alpha or four digit course numbering will be implemented; common course numbering for common courses across the system is still the system goal.

There is a new biennial budget coming up. There is also a focus on Title IX and Violence Against Women Act compliance. It was further pointed out that the $500m backlog in maintenance is primarily a UH Manoa issue and not one that the community colleges are suffering from.

A further issue brought up is the Kuali Curriculum Management program is progressing. Kuali will accept current course alpha and numbers. Common Course numbering still continues.

2. Division Meetings

The Faculty Senate Chair took the opportunity to visit the different divisions prior to the start of classes.

B. Executive Committee (Lum/Wyatt)

1. Election of new FS Secretary—voting item

The Secretary resigned his position due to the demands of his new position as Coordinator of the Wai‘anae Education Center. Nominations were requested and the current Secretary nominated Raymund Liongson. With no others being nominated, Senator Liongson was elected Faculty Senate Secretary by unanimous acclimation.

2. Leeward CC FS Survey of Lecturer’s Concerns—Wyatt

Senator Wyatt summarized the findings of the Lecturer Survey completed former Vice Chair Cain at the end of the previous school year. The final recommendation was for the current Faculty Senate to decide what course of action should be taken. Senator Lopes was asked by the
Faculty Senate Chair to follow up and provide a recommendation on that issue. Senator Lopes accepted that task.

C. Standing Committees—Appointment/Confirmation of Chairs

The names of the Standing Committee chairs were recited with some continuing from the previous school year while some being new. A vote was taken and 23 Senators voted to approve, none voted against for identified chairing the Standing Committees.

Faculty Senate Chair asked that the goals, project, and accomplishments of each subcommittee be identified by each chair.

1. Academic and Institutional Support (Morita)

Senator Morita stated that the new key issue remains a problem that his committee will be examining.

2. Budget and Planning (May)

Senator May stated that this is an important committee which needs to shed more transparency on the budgeting process, especially with the overall corporatization of higher education. He stated that change is in the air and the Faculty Senate needs to have input. He further stated that he would be focusing on transparency.

3. Curriculum (Albritton)—Voting Item

Motion 14:

To approve the following course modifications as recommended by the Curriculum Committee.

BIOL 101 - BIOLOGY FOR NON-MAJORS (4 credits)

The motion tabled until more information is provided.

Discussion: The changes to this course result from a recommendation made for accreditation purposes, but a request for clarification is still outstanding so Senator Albritton requested that the motion be tabled until additional information is provided

Motion 14:57

To approve the following course deletions as recommended by the Curriculum Committee.

EALA 261 Modern Japanese (3)  
ELLA 262 Modern Japanese (3)  
ELI 10 Intermediate Writing for Non-Native Speakers (3 cr)  
ELI 2 Speech for Non-Native Speakers (3)  
ELI 21 (No title) (3)  
ELI 22 (No title) (3)  
ELI 3 Reading for Non-Native Speakers (3)
Discussion: It was pointed out that these classes had not been offered for a long time.

Motion 14:58

To approve the following program deletions as recommended by the Curriculum Committee.

Administrative Support (Hospitality, Legal, Medical) (CC)
Health Care Management (CC)
Medical Receptionist (CC)
Music (ASC)
Office Coordinator (CC)

The Motion passed 22 approvals 0 disapprovals 0 abstentions

Discussion: These programs were often grant funded and since the funding ran out, they have not been offered.

4. Faculty (Lane)

One serious consideration is in trying to develop UHCC system wide grading consistency. There was a survey completed and recommendations are forthcoming.

He expects to continue to examine what faculty issues they want addressed. One example that has become problematic is the incorporation of assessment in faculty evaluations. Does degree of student attainment of SLOs relate to continuing employment? Student attainment of SLOs is not necessarily something that instructors can control, so this issue needs to be addressed.
Faculty need a year head start before implementing this in their contract and tenure/promotion documentation, but faculty have been only given a few months at best.

Senator West stated that the TPRC should be instructed to take the SLO accountability lightly.

UHPA Representative Cain said that the previous instructions for tenure promotion have been grandfathered on tenure and promotion on policy change, but others (lecturer evaluations) are not. She then provided her report, REPORT TO THE LEEWARD COMMUNITY COLLEGE FACULTY SENATE which includes the following:

3. “Course Evaluations: Since course evaluations are included in personnel-related decisions, such as tenure, any proposed changes in such evaluations are subject to negotiations with UHPA.”

Such negotiations with the Union have not occurred.

Senator Brekke pointed out that the Faculty Senate had issued a statement concerning the use of course assessment in contracts, and she will check previous minutes. She further clarified by stating that it sounds like the use of assessment in contracts is a system discussion not just Leeward CC issue.

Senator Yamamoto also brought up that the issue of DMED and Culinary Arts workloads and teaching equivalencies. He said that the Teaching Equivalency policy is a big problem. First of all, the policy sucks, plus implementation has been irregular and inconsistent.

Senator West stated that the overload issue is a problem too. One big issue is that Division chairs are not being paid overload.

5. Legislative Relations (Kosasa)

Senator Kosasa is waiting for November election results; she did say we need to track what we do.

6. Program Review, Institutional Research, and Assessment (Judd)

Senator Judd said this issue refers to back to OPPA Director Anderson’s presentation. Until last year, the structure was for divisions to have a divisional representative monitoring assessment activities, but by disbanding divisional representatives, it has resulted in a dramatic loss of momentum. Now it is division chair issue because “they have power”, but the loss of momentum has occurred regardless.

A recommendation to tighten up assessment must come from Division chairs.

One option is for using funding to get people to complete the necessary assessment. The administrative approach was to reduce Summer School funding which makes assessment a very punitive endeavor. Assessment can be very beneficial, but the disintegration of the assessment team creates a less than positive assessment environment.

As it was further pointed out, the college is very close to performing course and program assessment very well and it is not that much work.
Senator Brekke is doing assessment on the AA degree but needs assistance on this since assessment discussion isn’t happening.

She further stated that the WASC training she attended was helpful. She emphasized that assessment viewed as a negative will lead to big problems.

The question was asked, what about division chairs – it was going well, but why lay the responsibility for divisional assessment on their laps.

Senator West stated he thinks it is a money issue.

Senator Ono aid the college needs to look at the benefits of assessment, and then it needs to look at it as a cost effective measure in relation to accreditation if nothing is done.

This issue will be further developed in future Faculty Senate meetings.

7. **Student** (Ota)

Senator Ota said she is taking a student emphasis. There is currently no agenda, but she stated progress has been made with students voting on SAG policy, which will have student voting members.

8. **General Education and Foundations Board** (West)

Senator West said the Board is dealing with Manoa on this issue. As it is, 12 credits out of 60 credits are reviewed by the Foundations Chairs. Currently UH Manoa hasn’t renewed because they feel that the UHCC driving the work. The importance of this issue was clarified by showing that currently Hawaii Community college’s courses being articulated course by course instead of having clear course articulation which is what the Foundations Board is striving to accomplish.

He further emphasized that this an important issue because of inconsistencies.

9. **Distance Education** (Hirata)

Senator Hirata stated that we’ll be looking to improve Distance Education (DE) courses and their assessment. He is looking for assistance by personnel involved in hiring and the DE instructors being experienced in teaching online courses.

10. **Elections** (Cawdery/Kae)

Senator Kae stated there is the lingering contentious issue of Faculty Senate elections being conducted through email. In the past Division chairs used to ensure that division faculty voted by checking the paper list showing who had voted, but now there is no way for them to check to ensure the faculty in their division has voted. In the past, there were Division Chairs who wanted to know who voted and who didn’t. While this is just an internal issue during the elections, the Election Committee is wondering whether to show who does vote and who doesn’t to Division Chairs.

**Motion 14:59 (Cawdry/Kae)**
The Faculty Senate to approve the right of Division Chairs to be allowed to monitor who in their division voted halfway through the Faculty Senate Election.

Final vote on the motion was 0 approvals 23 disapprovals 0 abstentions

The motion did not pass.

Discussion: The concern was brought up that division chair should not have the ‘right’ to invade other’s privacy. Further discussion was brought up whether it is appropriate for Division Chairs should know which division faculty are voting or not.

D. Ad Hoc Committees

The Faculty Senate Chair reviewed Ad Hoc committees and Chairs. It was then moved to vote to extend Ad Hoc Committee Chairs.

The vote was unanimous in favor of extending the Ad Hoc Committee Chairs.

1. Committee on Student Evaluation—(expires on 5/15: Ayers)

Senator Ayers stated she is examining the student/course evaluation review. She presented to the Faculty Senate two courses of action: 1) take the Ad Hoc Committee’s recommendation to the Divisions, or 2) do an institutional forum. The consensus was for this to be addressed as Old Business at the next Faculty Senate meeting.

2. Committee on Policies and Procedures for College Credit Equivalency Program—voting item (Ono)

Senator Ono said that the College Equivalency Manual is outdated and because of change in UH CC policy, there is the need to make it more current and be system-wide. Senator Ono asked that if anyone wants to chair the committee, feel free to do so. She recounted who is on the committee, that it meets every Monday bi-weekly starting on September 8.

Moved by Senator Ono, seconded by Senator Ota. It was carried to extend the committee with Senator Ono chairing.


4. Contingent Faculty/Adjuncts (exp annual Lopes): No report.

Motion 14:60 (West/Ono)

The Faculty Senate to approve Senator Lopes to chair the Contingent/Adjunct Faculty Committee.

Final vote on the motion was 22 approvals 0 disapprovals 0 abstentions

The Motion passed
Discussion: The Faculty Senate Chair asked Senator Lopes to chair this committee, as she is the Lecturer Representative. She consented.

V. Old Business

A. Turnitin.com Subscription

During the last Faculty Senate, the Faculty Senate requested that turnitin.com be purchased by the institution which resulted in the May 6 letter from Mike Pecsok, Vice Chancellor of Academic Affairs stating that the purchase request was being denied because the request did not follow adopted budgeting procedures and such a purchase would set a “difficult precedent” and the purchase should therefore be brought up for Division consideration in the upcoming budget process. There was also the issue of the faculty not using it very much when it had been available several years ago.

Senator May stated that turnitin.com is being used at other institutions and is much better now. While before confidentiality was an issue, such is not the case anymore. He is firmly convinced that more would use it as it is such a useful tool. The institution should have it for faculty use.

Senator West stated that what the administration is looking for is for all the divisions include it on their budget proposals, but he brought up the problem of, if they do include it in their respective budgets, what if it isn’t in the top 3 for funding?

Senator West further said that the Faculty Senate should have the ability to recommend purchase for an item that is needed institutionally rather than go through the process of having such a request go through the process only to have it not deemed a Division priority. Senator Liongson stated that if this were tied to assessment, maybe then it would become a more institutional priority.

VI. New Business

A. Streamline Electronic/online access for FS (create FS Website)

The Faculty Senate Chair stated it would help if there is a way to stream-line everything that the Faculty Senate does so it would be easier to navigate the different avenues of disseminating information. The Faculty Senate site would be best way to go and Senator Hirata is currently working on this with help from Rachel Inake. As she emphasized, the Faculty Senate is part of a public institution, and the Faculty Senate decides what is made public so people can see what issues the Faculty Senate is considering and what decisions are being made.

Senator West stated he would really like to see smoother transitions between links as well.

B. Others

Senator West proposed that there be an ethic-focused requirement for AA degrees. The Foundations Committee is considering hallmarks, courses with an ethical component, and students being required to meet that requirement. He said that Senators should see the HCC ethics hallmarks in each degree. He requested for Senators to please review the handout
Hallmarks of Contemporary Ethical Issues Courses (For Articulation). He would like to see this issue moved to Old Business for action by the Faculty Senate.

VII. Announcements

A. UHPA Update (Eileen Cain)

Chair Kamahele expressed appreciation to all Senators for the hard work they are about to undertake and a productive semester.

She also asked Senators to send her an email about any non-Senate committee serving on so she can refer various matters to appropriate Senators who serve on relevant committees.

UHPA Board Director Cain will provide a typed report which will be relayed to the Faculty Senate electronically. The form points out those tenure applicants can go back to the instructions from two years, while those seeking promotion can go one year back so that their applications do not tie personnel actions to student attainment of course SLOs.

She further stated that personnel actions must not be tied to student grades nor should lecturers’ evaluations.

She stated that for changes to Course Evaluations, the UHPA needs to be involved in assessment issues if it is a personnel issue.

B. Tk20 Assessment Kick-Off Day 9/18 Thursday 1:30-3:30 BE 229.

Faculty Senate Chair Kamahele announced that the Tk20 Assessment Kick-Off Day is September 18 in BE 229 and encouraged Faculty Senate members to attend this and get involved.

C. Others

Faculty Senate Chair Kamahele stated that the ACCJC Follow-Up Report’s deadline for a signature is due September 22. She asked the Senate to give her the authority to sign this report on behalf of the Senate. The vote was unanimous. She stated that she will give the Senators until Friday September 19 at 4:00pm to provided input. Chair Kamahele urged Senators to read this document.

A Motion was made by Senator Oska, seconded by Senator Scully, allow the Faculty Senate Chair act on signing the AACJC Follow-Up Report. Motion passed unanimously.

Faculty Senate Chair Kamahele also introduced Tron Dang, Student Government President.

VIII. Adjournment—Next Meeting: October 1, 2014 in GT 105, 3:00 – 5:00pm

Senator West thanked Faculty Senate Chair Kamahele for her first Faculty Senate meeting’s progress.

The meeting was adjourned at 5:49 p.m.
AY 2014-2015 Faculty Senate Meetings:

2014: 10/1, 10/22, 11/19, 12/10

The Refreshment Sign-up lists the following responsible on the dates they signed up to bring refreshments:

October 1, GT 105: M. Lopes & Patrick Leddy

October 22, GT 105: Pi‘ikea Hardy Kahaleoumi & Blanca Polo

November 19, GT 105: Shelley & Kay Ono

December 10, GT 105: William Albritton, Eunice Brekke, & Helmut Kae

2015

January 21, GT 105: Kristi Ayers & Brent Hirata

February 18, GT 105: Jay Sakashita & Raymund Liongson

March 18, GT 105: Mike Scully, Lance Morita and Eiko Kosasa

April 15, GT 105: Stan May & Michael Lane

May 6, GT 105: Michael Cawdery, Jeff Judd & Irwin Yamamoto